

IDOA Procurement Division

eProcurement Training Sessions

TRAINING RESERVATION REQUESTS

The eProcurement training sessions offered for Buyers, Requesters, and Approvers are each described below. **If you wish to attend one or more of these sessions, you must register in advance.** Please send requests for registration to:

Proc-Training@idoa.state.in.us

With your request, please include your name, agency/facility, email address, Business Unit number, and indicate if you are a new user. The training staff will respond confirming your reservation. We look forward to seeing you!

If your agency has special circumstances requiring training, please contact Todd Carr at 317/233-3757 or tcarr@idoa.IN.gov to discuss your needs. We'll make every effort to accommodate your request.

eProcurement Requester/Approver/Buyer		
The session begins with the procedures for creating requisitions for catalog (QPA) and Special Request items, electronic approval routing, and approving requisitions. Following the requisition processes, creating Request for Quotation, selecting bidders for solicitation, entering bidder responses, awarding solicitations, and creating POs is discussed in detail. <i>This is a two-day session.</i>		
DATE	TIME	LOCATION
7/11-7/12	8:30 - 4:00	IGC-S Conf Center Rm 30
7/25-7/26	8:30 - 4:00	IGC-S Conf Center Rm 30
8/22-8/23	8:30 - 4:00	IGC-S Conf Center Rm 30
9/12-9/13	8:30 - 4:00	IGC-S Conf Center Rm 30
9/27-9/28	8:30 - 4:00	IGC-S Conf Center Rm 30
10/11-10/12	8:30 - 4:00	IGC-S Conf Center Rm 30
10/24-10/25	8:30 - 4:00	IGC-S Conf Center Rm 30

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eProcurement Workshop

The workshop is available to users having already completed the Requester/Approver/Buyer session, but having some difficulties working within the application. Those attending should bring with them things they're working on representative of areas where assistance is needed, and a facilitator will be available to provide guidance and answer questions as you work. When submitting your registration request, please indicate whether you'd prefer morning, afternoon, or a full-day session. ***Your Financials login ID and password is required as you'll be working in the production environment.***

DATE	TIME	LOCATION
7/14	9:00 - 4:00	IGC-S Conf Center Rm 30
7/21	9:00 - 4:00	IGC-S Conf Center Rm 30
7/28	9:00 - 4:00	IGC-S Conf Center Rm 30
8/18	9:00 - 4:00	IGC-S Conf Center Rm 30
9/15	9:00 - 4:00	IGC-S Conf Center Rm 30
9/29	9:00 - 4:00	IGC-S Conf Center Rm 30
10/13	9:00 - 4:00	IGC-S Conf Center Rm 30

eProcurement Requester

The information covered in this session includes procedures for creating requisitions for catalog (QPA) and Special Request items, electronic approval routing, approving requisitions, and generating/printing a hard-copy document.

DATE	TIME	LOCATION
7/18	8:30 - 4:00	IGC-S Conf Center Rm 30
8/17	8:30 - 4:00	IGC-S Conf Center Rm 30
9/6	8:30 - 4:00	IGC-S Conf Center Rm 30
9/19	8:30 - 4:00	IGC-S Conf Center Rm 30
10/3	8:30 - 4:00	IGC-S Conf Center Rm 30
10/19	8:30 - 4:00	IGC-S Conf Center Rm 30